



Natural Resources Conservation Service
State Office
100 USDA, Suite 206
Stillwater, OK 74074-2655
Telephone 405.742.1240

July 30, 2003

OKLAHOMA BULLETIN NO. OK250-3-25

SUBJECT: FNM – Attendance at the Oklahoma Section of the Society for Range Management (SRM) State Meeting

Purpose: To provide SRM members information about the meeting and proper procedures regarding attendance approval.

Expiration Date: September 30, 2003

Action Required: September 5, 2003

The 2003 Annual Meeting of the Oklahoma Section of the Society for Range Management (SRM) will be held in Cheyenne, September 25th and 26th, 2003. NRCS employees, who are members of SRM, will be receiving information of the meeting along with registration forms.

The following attendance categories will receive approval consideration on a "Government Time/Government Expense" basis:

- State SRM Officer and Board Member
- Receiving an Award
- Presenting a Topical Paper

Other NRCS employees may be nominated to attend the meeting in the "Government Time/Government Expense" category. Attendance will be approved or disapproved based on the justification provided.

The following attendance categories will receive approval on a "Government Time Only" basis:

- SRM Member

Requests should be submitted to your supervisor using the OK FNM-1, Meeting Attendance Request form. Supervisors concurring with these requests must forward the FNM-1 to the appropriate ASTC(FO). Travel authorizations will be issued for employees by their Office Assistant or secretary if needed. Requests must be received no later than September 5, 2003.

/s/

M. DARREL DOMINICK
State Conservationist

DIST: AE